

Applying for Request for Presidential Letter of Appreciation (RPLOA) Process: Preparing and submitting an RPLOA packet for approval

Description

A Presidential Letter of Appreciation (RPLOA) is a standard letter of appreciation that recognizes a military or civilian retiree with 30 or more years of creditable service. The purpose of this process is to demonstrate how a RPOLA request is prepared, submitted, and approved through the appropriate stakeholders (e.g. Unit Personnel, State/MILPO/G1/J1, Personnel Policy Division – Special Actions Branch (ARNG-HRH-A) Awards Section, White House Liaison Officer (WHLO), and the Office of the President). According to ARNG-HRH Policy Memorandum 10-077 (Request for Presidential Letter of Appreciation – Revised Guidance) all requests must be made 90 days in advance of actual retirement date or retirement ceremony, whichever event comes first. RPLOA will be processed up to 55 days after retirement date. A request submitted more than 55 days after the retirement date is subject to the current Presidential Administration's enforcement guidelines regarding submission suspense. The Office of the President requires strict adherence to the applicable time periods.

Regulations and Supporting Resources

[ARNG-HRH Policy Memorandum 10-077, Request for Presidential Letter of Appreciation – Revised Guidance](#)

[DoDI 1348.34, Presidential Recognition on Retirement from Military Service](#)

Documents and Forms

[ARNG-HRH Policy Memorandum 10-077, Request for Presidential Letter of Appreciation – Enclosure 1, RPLOA for Civilian Retiree Template](#)

[ARNG-HRH Policy Memorandum 10-077, Request for Presidential Letter of Appreciation – Enclosure 2, RPLOA for Military Retiree Template](#)

Civilian Personnel On-Line/Defense Civilian Personnel Data System (CPOL/DCPDS)

DD Form 214, Certification of Release or Discharge From Active Duty

NGB Form 23B, Army National Guard Retirement Points History Statement

Retirement Orders

Service Computation Date (SCD) Report

Points of Contact

Division: Personnel Policy Division – Special Actions Branch (ARNG-HRH-A) (Awards Section)

04 APR 12